

## **WAC 246-976-031 Senior EMS instructor (SEI).**

- (1) **Responsibilities.** The SEI is responsible for the overall instructional quality of initial first responder or EMT-basic courses, under the general supervision of the medical program director (MPD). The SEI must conduct courses following department-approved curricula identified in WAC 246-976-021. The SEI candidate shall document the completion of requirements for initial and renewal recognition on forms provided by the department.
- (2) **Initial recognition.** The department will publish *Initial Recognition Application Procedures for Senior EMS Instructors* (IRAP), which include the *Initial Senior EMS Instructor Application and Agreement*, instructor objectives, instructions and forms necessary for initial recognition.
  - (a) **Prerequisites.** Candidates for initial recognition must document proof of the following:
    - (i) Current Washington state certification as an EMT or higher EMS certification;
    - (ii) At least three years prehospital EMS experience as an EMT or higher EMS certification level, with at least one recertification;
    - (iii) Successful completion of an approved ongoing training and evaluation program (OTEP)/basic life support (BLS) evaluator workshop;
    - (iv) Current recognition as a CPR instructor for health care providers by the American Heart Association, the American Red Cross, the National Safety Council, or other nationally recognized organization with substantially equivalent standards approved by the department;
    - (v) Successful completion of an instructor training course by the U.S. Department of Transportation, National Highway Traffic Safety Administration, or an instructor training course from an accredited institution of higher education;
    - (vi) Successful completion of an examination developed and administered by the department on current EMS training and certification statutes, Washington Administrative Code (WAC) and the Uniform Disciplinary Act (UDA).
  - (b) **Submission of prerequisites.** Candidates must submit proof of successful completion of the prerequisites to the department.
    - (i) Candidates meeting the prerequisites will be issued the IRAP by the department.
    - (ii) The department will provide instruction to each candidate prior to beginning the initial recognition process.
  - (c) **Candidate objectives.** Candidates who have been issued the IRAP and received instructions on the recognition process must successfully complete the IRAP, under the supervision of a currently recognized, EMT-basic course lead SEI:

As part of an initial EMT-basic course, the candidate must demonstrate to the course lead SEI, the knowledge and skills necessary to complete the following instructor objectives;

    - (i) Accurately complete the course application process and meet application timelines;

- (ii) Notify EMT-basic course students of course entry prerequisites;
  - (iii) Assure students selected for admittance to the course meet DOH training and certification prerequisites and notify training agency selection board of discrepancies;
  - (iv) Maintain course records adequately;
  - (v) Track student attendance, scores, quizzes, and performance, and counsel/remediate students as necessary;
  - (vi) Assist in the coordination and instruction of one entire EMT-basic course under the supervision of the course lead SEI; utilizing the EMT-basic training course curriculum identified in WAC 246-976-021, and be evaluated on the instruction of each of the following lessons:
    - (A) Lesson 1-2--Well Being of the EMT-Basic, including Infectious Disease Prevention for EMS Providers, Revised 10/1997 (available from the department of health, office of emergency medical and trauma prevention);
    - (B) Lesson 2-1--Airway;
    - (C) Lesson 3-2--Initial Assessment;
    - (D) Lesson 3-3--Focused History and Physical Exam: Trauma;
    - (E) Lesson 3-4--Focused History and Physical Exam: Medical;
    - (F) Lesson 3-5--Detailed Physical Exam;
    - (G) Lesson 3-6--Ongoing Assessment;
    - (H) Lesson 3-9--Practical Lab: Patient Assessment;
    - (I) Lesson 4-1--General Pharmacology;
    - (J) Lesson 4-2--Respiratory Emergencies;
    - (K) Lesson 4-3--Cardiovascular Emergencies;
    - (L) Lesson 4-9--Obstetrics/Gynecology;
    - (M) Lesson 5-4--Injuries to the Head and Spine, Chest and Abdomen;
    - (N) Lesson 5-5--Practical Lab: Trauma;
    - (O) Lesson 6-1--Infants and Children;
    - (P) Lesson 7-2--Gaining Access (including patient removal, treatment and transport).
  - (vii) Coordinate and conduct an EMT-basic final end of course comprehensive practical skills evaluation.
- (d) **Candidate evaluation.** Performance evaluations will be conducted by an SEI for each instructor objective performed by the candidate on documents identified in the IRAP. These documents consist of:
- (i) An evaluation form, to evaluate lesson instruction objectives performed by the candidate;

- (ii) A quality improvement record, to document improvement necessary to successfully complete an instructor objective performed by the candidate;
  - (iii) An objective completion record, to document successful completion of each instructor objective performed by the candidate.
- (e) **Application and approval.**
  - (i) Candidates must submit the completed IRAP, including the application/agreement and all documents completed during the initial recognition process, to the county MPD to obtain a recommendation of approval to the department.
  - (ii) Upon recommendation of approval by the county MPD, the SEI candidate will submit the following documents to the department:
    - (A) Current proof of completion of prerequisites listed in subsection (2)(a)(i), (iv) and (vi) of this section;
    - (B) The original initial SEI application/agreement, signed by the candidate and the MPD; and
    - (C) The original completed IRAP document and all forms used for evaluation, quality improvement purposes, and verification of successful completion as identified in the IRAP.
- (3) **Renewal of recognition.** The department will publish *Renewal Application Procedures for Senior EMS Instructors* (RAP), which include the *Senior EMS Instructor Renewal Application and Agreement*, instructor objectives, instructions and forms necessary for renewal.
  - (a) The RAP will be provided by the department to individuals upon recognition as a SEI, to be completed during the recognition period.
  - (b) **Candidate objectives.** Candidates who have been issued the RAP must successfully complete the RAP during each approval period, which includes the following instructor objectives:
    - (i) Coordinate and perform as the lead SEI for one initial first responder or EMT-basic course including the supervision of all practical skills evaluations;
    - (ii) Receive performance evaluations from a currently recognized SEI, on two candidate instructed first responder or EMT-basic course lessons;
    - (iii) Perform two performance evaluations on the instruction of first responder or EMT-basic course lessons for SEI initial or renewal recognition candidates; and
    - (iv) Attend one DOH approved SEI workshop.
  - (c) **Candidate evaluation.** Evaluations of the performance of instructor objectives will be conducted by an SEI and completed on documents identified in the RAP. These documents consist of:
    - (i) An evaluation form, to evaluate lesson instruction objectives performed by the candidate;

- (ii) A quality improvement record, to document improvement necessary to successfully complete an instructor objective performed by the candidate;
  - (iii) An objective completion record, to document successful completion of each instructor objective performed by the candidate.
- (d) **Prerequisites.** Candidates for renewal of recognition must document proof of the following:
  - (i) Current or previous recognition as a Washington state SEI;
  - (ii) Current Washington state certification as an EMT or higher EMS certification;
  - (iii) Current recognition as a CPR instructor for health care providers by the American Heart Association, the American Red Cross, the National Safety Council, or other nationally recognized organization with substantially equivalent standards;
  - (iv) Successful completion of an examination developed and administered by the department on current EMS training and certification statutes, WAC and the UDA.
- (e) **Application and approval.**
  - (i) Candidates must submit the completed RAP, including the application/agreement and all documents completed during the renewal of recognition process, to the county MPD to obtain a recommendation of approval to the department.
  - (ii) Upon recommendation of approval by the county MPD, the renewal candidate must submit the following documents to the department:
    - (A) Current proof of successful completion of the prerequisites listed in subsection (3)(d)(ii), (iii), and (iv) of this section;
    - (B) The original SEI renewal application/agreement that has been signed by the candidate and the MPD; and
    - (C) The original completed RAP document and all forms used for evaluation, quality improvement purposes and verification of successful completion as identified in the RAP.

(4) **Length of recognition.** Recognition as a SEI is for three years.

(5) **Denial, suspension, modification or revocation of SEI recognition.**

- (a) The department may deny, suspend, modify or revoke an SEI's recognition when it finds:
  - (i) Violations of chapter 18.130 RCW, the Uniform Disciplinary Act;
  - (ii) A failure to:
    - (A) Maintain EMS certification;
    - (B) Update the following personal information with DOH as changes occur:
      - (I) Name;

- (II) Address;
  - (III) Home and work phone numbers.
  - (C) Maintain knowledge of current EMS training and certification statutes, WAC and the UDA;
  - (D) Comply with requirements in WAC 246-976-031(1);
  - (E) Participate in the instructor candidate evaluation process in an objective and professional manner without cost to the individual being reviewed or evaluated;
  - (F) Adequately complete all forms and adequately maintain records in accordance with this chapter;
  - (G) Demonstrate all skills and procedures based on current standards;
  - (H) Follow the requirements of the Americans with Disabilities Act;
  - (I) Maintain security on all department examination materials.
- (b) The candidate or SEI may request a hearing to contest department decisions in regard to denial, suspension, modification or revocation of SEI recognition in accordance with the Administrative Procedure Act (APA) (chapter 34.05 RCW) and associated administrative codes.